



Creating and Submitting an eLeave Request

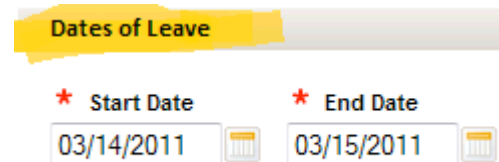
College of Veterinary Medicine – Revised February 2012

1 Login to eLeave by going to eleave.osu.edu. The tool will load your home screen which will display “Leave Request Home”.

THE MENU: Prepare a new leave request; Search and view other leave requests; Get help for eLeave.



2 Select the dates of leave using the pop-up calendar. You can select just one day or a range of days. You will need to fill out leave requests according to the university’s leave policies as well as your unit’s policies.



3 Pick the Job you want the leave request to apply to under “Job Details”. Doing this will allow the tool to send your request to the correct approver. *If you have more than one job, you may have to submit a request for each job if the*

Job Details			
Select	Working Title	Supervisor	Departme
<input checked="" type="radio"/>	Office Associate	The Ohio State University	00000

leave affects both positions.

4 Indicate the “Leave Designation”. Please note that “Family and Medical Leave” and “Work Related Injury/Illness” require documentation. Please consult with your department’s HR professional for instructions on qualifying for and documenting these statuses.

Type of Leave

Leave Designation
 Family and Medical Leave ** ?
 Work Related Injury/Illness ** ?
 Neither

Important eNote:

Before submitting a request for Family and Medical Leave (FMLA) or Work Related Injuries/Illnesses, you must ensure proper paperwork is on file with your HR Professional. Leave without this required paperwork, will be referred back to the employee for correction and resubmission.

For example: copy of letter for jury duty, obituary of deceased family member, approved FMLA request. Please refer to the Office of Human Resources for more information at <http://hr.osu.edu/policy/>

5 Pick the type of leave by entering the total hours and selecting the appropriate type from the drop down menu. Choosing “Sick” will require a reason for the leave. In addition, if you select leave involving family members, you will need to identify in a third drop down box, the family members relationship to you. Only those family members identified in the drop down box are eligible for leave purposes. The TRC Code box will automatically populate.

Daily Hours	Leave Type	TRC Code
8	Sick Medical Appointment (Self)	SLT

Create Leave Request

** requires appropriate documentation

6 Click “Create Leave Request” to view a summary of your leave request before you submit it for approval. This will open up the daily leave rows and you can make the following changes before submitting:

- Change daily hours for multiple days if taking less than what was originally populated
- Change leave type for multiple days

Daily Hours	Leave Type	TRC Code
8	Sick Medical Appointment (Self)	SLT

Create Leave Request

** requires appropriate documentation

7 Enter a comment if you need to communicate with your leave request approver. **Please note that comments are public record.** They cannot be deleted and can be viewed by . *Do not include medical documentation or specific details in the comments.*

Comments

Reason for absence, person responsible in my absence, etc.

2000 characters remaining

Important eNote for Faculty (VCS):

Veterinary Clinical Sciences faculty and other faculty with clinical duties are required to submit the name(s) of individuals responsible for covering clinical service activities while they are absent. This is accomplished by:

- Indicate in the comments box the name of the contact responsible for covering your service activities
- After submitting a request, check the “Send Notification” button and send via email a copy of the request to the contact responsible for covering your service activities.

8 View your leave balances and future leave hours to be deducted. Approved leave requests are contingent upon adequate leave balances.

Leave Balances (does not include current request)

Plan Type	Pay Stub Balance as of 02/26/2011	Future Leave Hours Requested
Vacation	34.0	
Sick	34.0	
Military	176.0	

9 Take Action - Check the acknowledgement box and then **Click “Save For Later” Take Action** to review your request before you submit it for approval or **Click “Submit for Approval”** if your request is ready to be reviewed by your supervisor.

You can submit leave requests six months in advance.

Actions

- I understand that approval of this request is contingent upon the availability of adequate leave balances. Falsification of this Application of Leave or of the supporting documentation is grounds for disciplinary action, up to and including dismissal

Save For Later

Submit For Approval

Return To Home

Once approved, leave requests automatically flow to the university's human resources systems.

Log out of the system when done

Need help?

Contact your departmental HR Professional for assistance.